

Linking Affiliate Records

1. Go back to the **Affiliate Home Page**.
2. Locate and click the **Link Manager** tab at the top right of the page.
3. Type in the **Last** and **First** name only.
4. Click **Search**.
5. When the search comes back, the person you are looking for should come up in BLUE. Click on the **BLUE** font. * See note at the bottom

A new page will open. On this page, you are looking for the person's name with a **LINK** box beside their name. **Before clicking the link box, you need to ensure you are clicking on the right person.** Very commonly, this page will give you a list of similar names.

6. Locate the correct name, and click **LINK**. When the page reloads, the box beside the name will now say **UNLINK**. You are done at this point.

*Note: If, when doing the search, the name comes back in **GREY** rather than **BLUE**, there was a step left out of the eAuthentication process. You need to go back the eAuthentication for LRAs homepage. Go to **Application Admin**, and select **Modify Access Role Members/Administrators-Application Admin**. Repeat this step from the LRA instructions.